

**SEPTEMBER 27, 2022**  
**BOARD MINUTES**

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., September 27, 2022. Members present: Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gary Willhite, Commissioner Mark Holy and Charles S. Whiting, County Administrator, Clerk of the Board and Samuel Melbye, Deputy Clerk of the Board. Commissioner Gerald Jacobson was absent.

**AGENDA**

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the September 27, 2022, agenda.

**CONSENT ITEMS**

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the following consent items:

1. Approve the September 20 and September 21, 2022 (Special Board meeting) minutes.
2. Approve payment to 13 Towns Newspaper, Fosston, MN in the amount of \$35.00 for a one-year subscription for the Incinerator.
3. Approve payment to Mohamed-Mohamed, East Grand Forks, MN in the amount of \$240.00 for a Community Language Interpreter for CHA/Polk County Public Health.

**COUNTY BOARD MEMBER ISSUE FORUM**

1. Commissioner Strandell brought forth that he attended the following meetings:
  - a. No meetings attended
2. Commissioner Lee brought forth that she attended the following meetings:
  - a. East Polk Soil & Water Conservation District
  - b. Inter-County Community Council
3. Commissioner Willhite brought forth that he attended the following meetings:
  - a. Polk County Building Committee
  - b. Lake Agassiz Regional Library
  - c. Crookston School Board
4. Commissioner Holy brought forth that he attended the following meetings:
  - a. No meetings attended
  - b. Commissioner Holy brought forth concerns regarding the intersection of Highway 220 N by 17<sup>th</sup> St. NW in East Grand Forks – calls concerning new crosswalks and the LED lights not being bright enough creating a dangerous intersection. Working on contacting MN State Highway Engineers but has not been contacted back at this time. Commissioner Holy is working with Polk County Highway Engineer, Richard Sanders, to get in touch with the State of Minnesota's Highway Engineer to make sure the issue is brought to the State's attention.

**PUBLIC HEALTH**

Sarah Reese, Public Health Director came before the Board with matters pertaining to her department:

1. **Advertising & Replacement – Nurse Practitioner**

Due to a resignation a motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve advertising and replacing the Nurse Practitioner position (up to .8 FTE) within Polk County Public Health.

**2. Advertising & Replacement – Clerk Typist Cashier III**

Due to a resignation a motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve advertising and replacing the Clerk Typist Cashier III position (1 FTE) and any subsequent vacancies within Polk County Public Health.

**SHERIFF**

James Tadman, Polk County Sheriff came before the Board with matters pertaining to his department:

**1. Monthly Sheriff Reports**

The August Monthly Sheriff Reports were presented and discussed with the Board. (Reports on file in the Administrator’s Office)

**2. Request for Old Lightbar**

The Fertile Fire Department has requested used lightbars from the Polk County Sheriff’s Office that are not being utilized. A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve gifting the used lightbars to the Fertile Fire Department.

**3. Swearing in of New Deputies**

Brittney Neil and Jarrin Gunderson were sworn in as Deputy Sheriff’s of the Polk County Sheriff’s Office.

- a. Both Deputy Sheriffs were currently working the night shift and will be brought in at another time to be introduced to the Board and sworn in.

**4. Walk Through of Emergency Management Trailer**

Discussion was held with the Board regarding the Emergency Management Trailer. The Board left the meeting and went with Polk County Sheriff Tadman to the Government Center parking lot to view and walk-thru the Emergency Management Trailer.

**HISTORICAL SOCIETY**

Anne Muir, Historical Society President came before the Board with matters pertaining to the Historical Society:

**1. 2022 Historical Society Goals**

Discussion along with a handout pertaining to the 2022 Historical Society Goals was presented to the Board. (Handout on file in the Administrator’s Office)

**2. Income Statement/July 2022**

Discussion along with the Historical Society Income Statement/July 2022 handout was presented to the Board. (Handout on file in the Administrator’s Office)

**EAST POLK SOIL & WATER CONSERVATION DISTRICT**

Rachel Klein, District Manager came before the Board with matters pertaining to the East Polk Soil & Water Conservation District:

**1. Resolution (2022-61) Submit, Adopt And Implement The Clearwater River Headwaters Watershed Comprehensive Management Plan**

**RESOLUTION (2022-61)**

**Submit, Adopt And Implement The Clearwater River Headwaters Watershed Comprehensive Management Plan**

The following resolution (2022-61) was offered by Commissioner Lee:

WHEREAS, The Polk County is a member of the Clearwater River Headwaters Watershed One Watershed One Plan Policy Committee; and

WHEREAS, The Polk County has been an active participant in the development of the Clearwater River Headwaters Watershed Comprehensive Watershed Management Plan (Plan); and

WHEREAS, The Polk County recommended the Clearwater River Headwaters Watershed One Watershed One Plan Policy Committee submit the Plan for 60 day comment; and

WHEREAS, No major changes were requested by state agencies in the final comment period;

WHEREAS, The Plan will serve as a substitute for either the SWCD comprehensive plan or county local water management plan as per 103C or 103B respectively for the duration of the state approved Plan.

NOW THEREFORE BE IT RESOLVED, The Polk County will approve submission of the plan to the Board of Water and Soil Resources Board. Contingent on recommendation of plan approval by the BWSR Northern Committee and subsequent BWSR approval, Polk County hereby adopts and will begin implementation of the Plan for the area of the County identified within the Plan.

Commissioner Willhite seconded the foregoing resolution, and it was declared adopted upon the following vote. YEAS: Commissioner Lee, Commissioner Willhite, Commissioner Strandell, and Commissioner Holy NAYS: None.

**HIGHWAY**

Richard Sanders, Polk County Highway Engineer came before the Board with matters pertaining to his department:

**1. CP 122-00-1391 Calcium Chloride**

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to reduce the retainage required for CP 122-00-1391 to 0% until 2023 application begins.

**2. 4- Shulte Model FX1800 Flew Wing Rotary Mowers**

A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to award the quote to Ironhide Equipment,

Grand Forks, ND in the amount of \$120,640.00 for 4-Shulte Model FX1800 Flew Wing Rotary Mowers.

**3. 3- Kuhn GMD 240 Multi-Disc Rotary Mowers**

A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award the quote to Titan Machinery, Crookston, MN in the amount of \$48,645.30 for 3–Kuhn GMD 250 Multi-Disc Rotary Mowers.

**4. County Ditch No. 33 Maintenance Request**

A request has been made to replace an existing narrow culvert. A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the work in County Ditch No. 33 and name Richard Sanders as Engineer over the project.

**ADMINISTRATION**

Chuck Whiting, Polk County Administrator came before the Board with matters pertaining to his department:

**1. Resolution (2022-62) Polk County 2023 Market Price**

**RESOLUTION (2022-62)  
Polk County 2023 Market Price**

The following resolution (2022-62) was offered by Commissioner Holy:

WHEREAS, MS 297H.02 requires certain political subdivisions to identify by Resolution a Market Price for solid waste management tax purposes if the political subdivision subsidizes the cost of Municipal Solid Waste (MSW) disposal at a facility, or directly bills for organized collection of MSW on property tax statements; and

WHEREAS, The political subdivision will be liable for any Solid Waste Management Tax (SWMT) based only on the Market Price identified by Resolution; and

WHEREAS, Market Price is defined in the State Statute as the “lowest price available in the area”; and

WHEREAS, The County of Polk declares the Market Price for all MSW generated in Polk County during CY2023 to be \$28.50 per ton, based upon the lowest price available in the area. Polk County’s identified Market Price includes both the cost per ton-mile for transportation and the cost per ton for disposal, assuming disposal at the Gentilly Landfill. All costs were calculated using the most current hauling and tip fee rates offered in the region at the time of this Resolution.

Commissioner Willhite seconded the foregoing resolution, and it was declared adopted upon the following vote. YEAS: Commissioner Lee, Commissioner Willhite, Commissioner Strandell, and Commissioner Holy NAYS: None.

**2. Resolution 2022-63 Setting Preliminary 2023 Property Tax Levy**

**RESOLUTION (2022-63)**  
**Setting Preliminary 2023 Property Tax Levy**

The following resolution (2022-63) was offered by Commissioner Willhite:

WHEREAS, The Minnesota State Legislature passed and the Governor of the State of Minnesota signed into law, Minnesota Laws 2001, Special Session Chapter 5, and;

WHEREAS, M.S. 275.065, sub. 1 requires local taxing authorities in the State of Minnesota to establish a proposed levy on or before September 30, 2022 for taxes payable in 2023, and;

NOW THEREFORE BE IT RESOLVED, By the Board of County Commissioners of Polk County that the proposed statement of expenses and anticipated receipts on file in the office of the County Administrator, for the year 2022, be and they hereby are preliminarily accepted by this Board as a proposed budget for Polk County for the year 2023 dated September 27, 2022 and that the proposed levy on the taxable property for Polk County for Year 2022 payable in 2023 be preliminarily set as follows:

[2022 levy is \$25,875,000]

Net Levy	\$27,298,125 (+5.500%) (An increase of \$1,423,125)
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BE IT FURTHER RESOLVED, By the Board of County Commissioners of Polk County that the time set for the 2023 Budget Public Hearing is December 13, 2022, at 6:00 p.m. in the County Board Room of the Government Center at 612 No. Broadway, Crookston.

Commissioner Strandell seconded the foregoing resolution, and it was declared adopted upon the following vote: YEAS: Commissioner Lee, Commissioner Willhite, Commissioner Strandell, and Commissioner Holy. NAYS: None.

**3. Closed Session Pursuant to the Attorney-Client Privilege, Minnesota Statutes §13D.05, Regarding Pending or Threatened Litigation**

**a. Action to Close Session**

A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to move into closed session at 10:07 a.m.

**b. Action to Reopen Session**

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to reconvene into regular session at 11:11 a.m.

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m. October 4, 2022.

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Joan Lee, Chair

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board

September 27, 2022